

## IMPORTANT: NEW PROCESSING INFORMATION FOR PHYSICIAN LOCUM TENENS APPLICATIONS

- Locum tenens applicants will now need to abide by specific deadlines for Board review as found on the [Deadlines for Board Review document](#).
- All locum tenens applicants who may need their application reviewed by the Board (Dr. has had malpractice settlements, state discipline, history of alcohol or drug issues, etc.) should plan to have the application file completed in our office according to the deadlines as listed. Completed application means all the required documentation as listed in the instructions as well as any additional information that is requested by our office, based on information in the application or otherwise obtained by our office.
- Our criteria for Board review is not public information. Note that many issues which may not necessarily result in license discipline are still issues that will require Board review. Even issues which were resolved some time ago will, in most cases, still require Board review.
- Our office will not be able to determine if an application will need Board review in advance of submission of the application.
- Locum tenens applications that do not need board review will continue to be processed as quickly as possible. These applications can be processed in shorter timelines and will not be required to be submitted as far in advance as is required by Board review deadlines. However, our office needs adequate time to process the application. We have a very limited number of staff who must complete many duties, in addition to processing locum tenens applications. Locum tenens applications which will not need Board review need to follow these timeframes:
  1. Application forms and the fee should be submitted at least two weeks in advance of the requested start date.
  2. Applications which are not completed at least one week in advance of the start date cannot be guaranteed to be issued in time to start on that date.

### TIPS -To help our office give you the best and quickest service possible!

Have only one contact person to work with our office for each locum tenens application.

E-mail is the best form of contact, but phone calls are acceptable. Please minimize the number of both e-mails and phone calls you make to our office. Be assured that our office is working on your application as quickly as possible, and repeated unnecessary contacts (i.e. daily calls, calls to multiple people in our office, etc.) only slows the processing of applications for you and everyone else.